



## **Privacy Notice** (How we use information)



## **General Data Protection Regulation (GDPR)**

The GDPR becomes enforceable on 25<sup>th</sup> May 2018. The GDPR replaces the 1995 Data Protection Directive.

### **Data Controller**

Sola Fide C of E Multi Academy Trust (The MAT) is registered as a Data Controller with the Information Commissioner's Office (ICO). The ICO registration number is: ZA431888

The MAT has responsibility for ensuring that your personal data is accurate, processed lawfully, secure and retained only for as long as required.

The Data Protection Officer (DPO) for The MAT is Karen Greenhalgh.

### **A Legal Basis for Processing Personal data**

**The MAT processes personal data to ensure compliance with its Statutory Purpose and legal obligations.** Processing data includes any operation performed on personal data e.g. collecting, organising, structuring, retrieving and interrogating.

In addition, personal data can also be processed if one or more of the following applies:

- There is specific consent
- It is necessary for the performance of tasks within the Public Interest
- In order to protect the vital interests of an individual
- It is necessary for the performance of a contract to which the individual is party
- For legitimate interests or the legitimate interest of the third party unless the individual data overrides these legitimate interests

### **Data that is collected, held and shared may include:**

- Personal Information (name, address, date of birth, employer, teacher number, NI number, telephone number, email address)
- Individuals' academic qualifications
- References
- Assessments
- Images of participants engaging in teaching and learning activities (with consent)

### **What We May Use the Data for**

- To support teaching and learning
- To monitor and report on progress

- To assess the quality of our provision
- To address complaints

### **Who Might We Share the Data With**

- Oldham Local Authority
- University of Huddersfield
- Department for Education/Teaching Regulation Agency
- Subsequent schools
- Third Party Organisations allowed by law
- Agencies that provide services on our behalf

We do not share individual's data unless the law and our policies allow.

### **Retention**

Individual's personal data will be retained by The Sanctuary only for as long as is necessary.

### **Rights**

You have the right:

- To be informed of data processing (covered by this Privacy Notice)
- To access data
- To request changes where errors exist
- To have information erased
- To restrict processing so that information is not used in any other way than for that which it was originally intended
- Of data portability (rarely operated in schools)
- Not to be subject to automatic decision making (this is rarely operated in schools)
- To withdraw consent
- To file complaints about how the data has been gathered and used by The Sanctuary

### **Photographic Consent**

We sometimes take photographs of individuals in The Sanctuary and use them for a variety of purposes: in marketing, on the website, for training purposes etc. The Sanctuary will not use the personal contact details or full names of any individuals without their consent.

Photographs of participants will only be taken and used where signed permission has been received. Participants have the right to withdraw this consent.

### **Requesting Access to Personal data**

To make a request for your personal information please contact the DPO in writing.

### **Withdrawal of Consent**

The Sanctuary processes personal data on the lawful basis that it is necessary in order to comply with our legal obligations and to enable it to perform tasks executed in the public interest.

Where The Sanctuary processes personal data solely on the basis of your consent to the processing, you do have the right to withdraw that consent.

**Concerns**

If you would like to discuss any concerns regarding this privacy notice please contact the DPO.